

INSTRUCTIONS FOR PREPARING APPLICATION FOR REGISTRATION AS A LAND SURVEYOR

READ CAREFULLY THE ENCLOSED COPY OF THE LAW BEFORE APPLYING

***IMPORTANT: DO NOT FOLD APPLICATION
RETURN FLAT IN A 9"x12" ENVELOPE***

This application is for your permanent record and must be completed in full. Please print or type in ink when completing the application form.

Each application must be accompanied by a fee of **\$200.00**. If the application is denied, no portion the fee will be refunded.

Applicant must execute the affidavit on page 7 of the application form. A current photo, approximately 1½" x 2¼" must be attached to page 1.

IF AN APPLICANT IS CLOSE TO THE DEADLINE DATE FOR SUBMISSION, IT WILL BE TO THEIR BEST INTEREST TO FEDEX THE APPLICATION TO OUR OFFICE. THE BOARD OFFICE WILL NOT BE HELD RESPONSIBLE FOR DELAYS BY THE POST OFFICE.

REFERENCES:

The references listed on page 5 must be registered land surveyors. No more than three references should be submitted. Please have the enclosed reference forms completed by your references and returned, as soon as possible, to:

TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS
500 James Robertson Parkway, 2nd Floor
Nashville, TN 37243-1146

The information you provide in response to ALL questions on the reference forms will be treated in the strictest confidence. ***THE BOARD OFFICE WILL NOT BE RESPONSIBLE FOR THE DELAY OF THIS FORM BEING RECEIVED IN OUR OFFICE BY THE APPROPRIATE DEADLINE DUE TO THE MAIL SERVICE OR BY THE ENDORSER.***

If you are a registered land surveyor in any other state, please have the verification form completed by that State Board and returned the address shown above.

On page 3, the applicant should read the Experience Background carefully and then record his/her experience. It is very important to show the responsibilities and experience attained. You may make copies of the experience pages in order to record all pertinent information.

Care should be taken in showing the time breakdown on the application so that the months of experience agree with the time spent in actual practice.

EXPERIENCE VERIFICATION FORM:

Please read carefully and follow the instructions on the form.

PLAT REQUIREMENTS:

All applicants must furnish a copy of **TWO boundary survey plats** prepared by the applicant, accompanied by a property description of each survey, also written by the applicant, together with a copy of closure and area computation sheets. Tracts must have five or more sides. Plats should be no smaller than a size C (18" x 24") and no bigger than a size D (24" x 36"). The size C is preferred. **THE APPLICANT AND THE SUPERVISING SURVEYOR MUST CERTIFY ON THE FACE OF EACH PLAT THAT HE/SHE WAS IN RESPONSIBLE CHARGE OF THE SURVEY. THE SUPERVISING SURVEYOR MUST PLACE HIS SEAL, SIGN ACROSS THE SEAL AND DATE EACH PLAT, THEREBY VERIFYING THAT THE PLATS MEET THE TENNESSEE STANDARDS OF PRACTICE.**

THE SUBMISSION OF ALTAS OR TOPOGRAPHIC PLATS IS NOT ENCOURAGED BY THE BOARD.

EXAMINATION:

It is the current policy of this Board that all applicants pass a written examination. The requirements are an 8-hour Fundamentals of Land Surveying (FLS) examination; 6-hour Principles and Practices of Land Surveying (PLS) examination, both of which are provided by the National Council of Examiners for Engineering and Surveying (NCEES); and a 2-hour Tennessee Specifics (TLS) examination, which is provided by the Tennessee Board of Examiners for Land Surveyors and pertains to the practice of land surveying in Tennessee.

The written examination for surveying requires one or two days. You will be notified by the Board which examination(s) that you will be required to take.

Applicants who have passed either the Fundamentals of Land Surveying (FLS) examination or Principles and Practices of Land Surveying (PLS) examination given by the National Council of Examiners for Engineering and Surveying (NCEES) in another jurisdiction will not be required to be re-tested if the jurisdiction or the NCEES will provide verification.

Written notices of all examinations are sent out well in advance of the examination date.

Please forward your completed application packet, along with a ***NON-REFUNDABLE*** check or money order in the amount of \$200.00 and made payable to the ***Tennessee Board of Examiners for Land Surveyors***, to the following address:

Tennessee Board of Examiners for Land Surveyors
500 James Robertson Parkway, 2nd Floor
Nashville, TN 37243-1146

If you have any questions, please do not hesitate to contact the Board office at 615-741-3611 or by e-mail:

Administrative Director: Donna.Moulder@state.tn.us
Administrative Assistant: Carol.Kennedy@state.tn.us